

Professional and Managerial Branch
Cultural Group
Library Series

MAIN LIBRARY ADMINISTRATOR

09/91

Summary

Under general supervision, directs the operation of the Main Library; performs related duties as required.

Typical Duties

Formulates goals and objectives, plans and procedures for the Main Library Division; provides leadership and direction for the professional staff in developing the skills and knowledge needed in their work by planning and scheduling staff development opportunities; confers with and directs the supervisors of Division Sections; instructs personnel in general policies and conducts staff conferences and meetings.

Prepares divisional budget and participates in development of the annual library budget; confers with City official, citizens, and Friends of the Library group to solve problems, explain policies, procedures and services, or to develop plans, or to promote the library services programs; establishes and maintains harmonious working relationships with fellow administrators and subordinates to promote and support effective internal coordination of library system operations.

Investigates new library techniques and procedures and revises present methods to improve services; confers with the Director of Libraries on progress or operational problems of the Division and makes recommendations on policy and planning matters; develops and reviews operational reports and prepares statistical and narrative reports from this information.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

Minimum Qualifications

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and six years progressively responsible postgraduate library work, at least two years of which shall have been in a supervisory capacity in a Main Library public service area; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and technical procedures of library management; considerable knowledge of professional print and non-print selection methods; considerable knowledge of automated catalog systems and databases; considerable knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to develop and enforce administrative policies and procedures; ability to plan, coordinate and direct library activities; ability to plan, develop and implement library programs and services; ability to supervise, train and evaluate assigned personnel; ability to develop budgets; ability to establish and maintain effective working relationships with fellow workers, officials and the public; ability to express oneself clearly and concisely, orally and in writing; ability to compile grant proposals; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and library environment; ability to operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" driver's license or an equivalent license issued by another state.

Director of Personnel

Department Head